

CHARTER TOWNSHIP OF HURON

Job Announcement

ACCOUNTING CLERK

Wage Range: \$13.13 - \$21.51 per hour, FLSA non-exempt

Benefits: Medical, Dental, Vision, and Retirement plan

Work Week: Typical work week 40 hours,
Monday through Friday 7:30 am to 4:30 pm

Deadline to apply: Wednesday, April 8, 2015

To apply send application, resume and cover letter (if desired) to:

Township Clerk
Huron Charter Township
22950 Huron River Drive
New Boston, MI 48164

Position is in the General Office Employee union.

This position is open to all applicants including those currently employed by the Charter Township of Huron. This position will be filled with the absolute discretion of the employer.

Position Summary: Performs professional accounting duties and other administrative and technical duties related to the operations of the Clerk Department.

Department Supervisor: Finance & General Manager

Reports to: Township Clerk

Supervises: No supervisory responsibility

Minimum qualifications include, but are not limited to graduation from high school or equivalent supplemented by accounting, finance, computer science, and college courses in Accounting or Finance. Must have experience in personal computers with working knowledge of Microsoft Office software applications. Use of Excel spreadsheet skills a must.

ESSENTIAL QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES

- ◇ Knowledge of the professional principles and practices of public finance, accounting and budgeting.
- ◇ Ability to operate a personal computer, calculator, fax machine and other standard office equipment.
- ◇ Ability to maintain files and retrieve information for both electronic and physical files.
- ◇ Ability to give attention to details with an emphasis on accuracy when performing accounting duties.

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- ◇ Ability to communicate well with other personnel, vendors or customers.
- ◇ Able to take the initiative in solving problems.
- ◇ Ability to work independently as well as a member of a team when the need arises.
- ◇ Ability to comprehend and follow instructions.
- ◇ Must have verbal, reading and writing skills.

RESPONSIBILITIES, DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- ◇ Maintain and process Accounts Payable, Purchase Orders, General Ledger transactions and various accounting/bookkeeping functions as assigned by the Finance & General Manager.
- ◇ Share and back up Finance Assistant in various bookkeeping responsibilities as directed by Finance & General Manager.
- ◇ Prepare bills/invoices for payment matching invoices, purchase orders, packing slips and shippers and contact vendors or Township personal when discrepancies occur.
- ◇ Prepare spreadsheets when necessary for processing complex or multi departments' bills to be paid such as employee benefit invoices, street lighting (Special Assessments), postage meter, etc.
- ◇ Input data for accounts payable processing, prepare listing for approval, and process checks.
- ◇ Maintain vendor fills for accounts paid and assist departments with vendor or accounts payable inquiries.
- ◇ Assist with organizing and verifying daily cash receipts and deposit reports.
- ◇ Assist with organizing and verifying daily utility billing posting, current tax collections receipts and disbursements, payroll reports, and any other functions posting to the General Ledger.
- ◇ Assist with maintaining Trust & Agency Fund accounts including escrow accounts, trailer fees, etc.
- ◇ Develop invoice scanning process.
- ◇ Work with Finance Assistant in cross training any accounting functions as directed by the Finance & General Manager.
- ◇ Prepare correspondence, reports, or assist in research as directed by the Finance & General Manager.
- ◇ Perform other such duties as may be directed by the Township Clerk.